

MINUTES



6/9/2021 @ 6:02PM | *Meeting called to order by* President Dr. Rayburn Lewis

In Attendance

- Present (Board):
 - Ms. Shaude' Moore, Mr. Gerald Bradford, Dr. Rayburn Lewis, Mr. Lewis Rudd, Ms. Patricia Hayden, Rev. Dr. Phyllis Beaumonte, Mr. John Yasutake, Mr. Chukundi Salisbury
- Staff: MaryKate Ryan
- Absent: James King III, Dr. Carver Gayton, Dr. Ben Danielson, Mr. Kelly Jefferson
- Guests: Ms. Amesha Lawton

Approval of the Agenda & Minutes

- Notes on the agenda -- Mr. Wilburn not available tonight.
- **Addition to Agenda** – Add emergency report on facilities fire alarm issue between minutes and new business.
 - ❖ Motion to accept the **Amended** Agenda, 2nd and approved

5//2021 Meeting Minutes - minor typographical corrections

- ❖ Motion made to **Accept** the Minutes, 2nd and approved

Acknowledgement of Our Presence on First Nations Land

"We the Central District Community Preservation & Development Authority acknowledge that we are on indigenous land, the unceded ancestral lands of the Duwamish people, Seattle's Host Tribe. A people that has occupied this land since time immemorial. A people who are still living right here today, fighting for federal recognition and bringing to light the Duwamish Tribe's rich heritage."

New Business

Emergency Facility report

Building failed the fire marshal inspection today, some error with the panel. Guardian, new building manager Adrian Collins, and SCC will be fixing the problem tomorrow morning. It appears to be an internal communication error within the building, but the communication to the fire department and Guardian should be okay overnight.

Architectural As-Built Drawings and Building Condition Assessment: 8-0 vote via email between meetings.

Email text follows:

Board members: although most of the June 9 meeting will be dedicated to reviewing progress made in our retreat and doing the homework assignment given to us by our facilitator, there are a few items of business that need to be addressed.

It has been determined by our Facilities Committee, and our Project Management Consultant, that current assessment and drawings of the building form an inadequate basis from which to plan improvements. Hence there are two pressing needs, excerpted from a direct report from the Project Management Consultant.

- **Commission a Building Assessment Inspection & Report**

- *This report will serve as a baseline/jumping off point for all discussions and decisions by the CDCPDA Board & its' project managers for what renovations to authorize in the short and long term.*
- *It is reasonable to assume that Seattle College should participate in this financial expense.*
- *If not possible, it is imperative that the CDCPDA commission the report and requisition the appropriate funds to produce the report.*
 - *PMO Consultant team has begun compiling a list of firms qualified to complete this inspection & report.*
- *Things To Know:*
 - ***Budget: \$42,500 from capital, of which we have sufficient funds.***
 - *Timeline: 30 days (estimated, dependent on when a firm is identified and notified to proceed)*
 - *Systems to be Inspected: Roof, Mechanical, Electrical, Plumbing, HVAC, Life Safety, Structural, ADA compliance*

- **Updated Floor Plan Drawings**

- *These drawings will serve as a planning tool for CDCPDA Board & its' project managers to space plan for potential tenants.*
- *An up-to-date digital record of the existing floor plan is required.*
- *This plan should be completed by an architect and detail existing conditions.*
- *It is reasonable to assume Seattle College should participate in this financial expense.*
- *If not possible, it is imperative that the CDCPDA commission these drawings and requisition the appropriate funds to produce the drawings.*
 - *PMO Consultant team has begun compiling a list of firms qualified to complete these drawings.*
- *Things to Know:*
 - ***Budget: \$13,500-from capital, of which we have sufficient funds.***
 - *Timeline: 21 days (estimated, dependent on when a firm is identified and notified to proceed)*
 - *Elements to be Recorded: Individual Rooms, Wall Placement, Bathrooms, Structural elements*

We are under significant time pressure. The Project Management Consultant cannot start the actual contracting for repair and replacement until these two needs are met. Starting the work as soon as possible will help us meet our target of developing substantive tenant income by mid-2022.

The officers and facilities committee request an advisory email vote, to be confirmed at our June 9 regular board meeting, to proceed with both tasks. Though Petrol Green and Aspire have the

expertise and bandwidth to perform both tasks, they have volunteered to develop a short list of local candidates. We have the goal to vote on these proposals and the candidates formally at our June 9 meeting.

Please vote yes or no by replying to this email to rlewis@cdcpda.org. It is advisory, and will require a formal vote at the June 9 meeting.

- ❖ Motion made to offer an RFQ for updated floor plan drawings. 2nd, passed.
- ❖ Motion made to commission a building assessment and condition report. 2nd, passed.
 - RFQ for drawings went out, Mr. Cameron believed that he had drawings commissioned by Lynn French. Those were supplied to President Lewis and shared with the officers, SCC, and The Petrol Green Group.
- ❖ Request delegation of the execution of contracts to the officers. Moved, 2nd, passed.

Board will be meeting with facilitator Mr. Maketa Wilborn at the first meeting of the month for the next 4 months, following the business meeting.

CDCPDA Board Retreat Discussion

- What are the priorities that would go in a board charter? Governance Structure, Business Plan, Strategic Plan, include sustainable financial model, Bring McKinney Center up-to-code, occupiable
- Discussion of communications strategies internal to the Board

Public Comment

Amesha Lawtown -- Urban League Metropolitan Seattle submitted a proposal to run their Construction Trades Program in the McKinney Center. Focused on youth ages 16-24 from under-represented communities, with funding through Port of Seattle, a structured mentorship with hard and soft skills taught (may offer some assistance with driver licensing given ages). Pays stipends to students, \$15/hour. Instructor graduate of PAC program. Two cohorts of 20 students each, July-Sept, then Sept-Dec. No conflict with SCC, but referral into PAC program -- will put their discussion with SCC into writing for their proposal file.

Would like an answer by next week. Board believes this is do-able. P&P agreed. Will make decision on first cohort, full board vote on second cohort at second meeting of this month.

Adjournment

- Meeting adjourned at 7:15 PM, Next meeting 6/23/21, 6:00 pm